

Florida Government Finance Officers Association
Conference Program Committee
Policies and Procedures Manual

I. Membership Structure

- A. The Committee is generally composed of 20-24 members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee
- B. The Chairperson is appointed by the President and serves as overall coordinator.
- C. The Chairperson appoints a Subcommittee Chair for each major area of responsibility.
 - 1. Accounting, Auditing, and Financial Reporting
 - 2. Budget and Management
 - 3. Economics, Pensions, Personnel, & and Risk Management
 - 4. Treasury Management and Banking
 - 5. Small Governments
 - 6. Pre-Conference
- D. Each Subcommittee Chair is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- E. Each Committee Member is assigned to one of the Subcommittees.

II. Purpose, Goals and Action Plan

- A. Purpose: To plan and arrange for the educational program at the Annual Conference by identifying a broad range of relevant topics and booking knowledgeable speakers
- B. Long Range Goal: To improve the quality of financial management in government units

C. Short Range Goals

1. To provide stimulating educational and training opportunities for government financial professionals
2. To provide opportunities for government financial professionals to participate in information exchanges
3. To provide leadership opportunities for government financial professionals

D. Action Plan

1. Assign Subcommittee Chairs for each track
2. Assign Committee Members to a Subcommittee
3. Recommend topics for all conference sessions for FGFOA Board of Directors approval
4. Contact potential speakers for each session
5. Obtain FGFOA Board of Directors approval for speakers
6. Provide contact information for each approved speaker to the Florida League of Cities (FLC) administrative contact

III. Member Responsibilities

A. Chairperson

1. Coordinates all major aspects of the Committee
 - a. Establishes meeting times and places
 - i. Meetings can be in person or by phone conference
 - ii. The FLC will provide meeting space in Orlando if desired
 - iii. The FLC will arrange conference calls if requested
 - b. Conducts Committee meetings
 - c. Assists and coordinates Subcommittee Chairs activities
 - d. Motivates and involves all Committee Members
2. Reports Committee activities

- a. Keeps Committee Members and Board Liaison apprised of Committee activity and progress
 - b. Prepares and presents reports about Committee progress for quarterly -scheduled FGFOA Board of Directors meetings. If unable to attend, coordinates with Board Liaison for Committee report presentation.
 - c. Submits articles for the quarterly FGFOA newsletter
 - d. Prepares an annual report at for the Annual Conference business luncheon summarizing all Committee activities for the year
3. Coordinates activities with other FGFOA Committees and participates in scheduled Committee Chairs Conference Calls
 4. Attends Annual Conference and assists in the smooth flow of sessions
 5. Assists with the transition of responsibilities to the new President and Chairperson
 6. Sends electronic version of Conference Program Schedule and Session Descriptions to new Chair to utilize as a guide

B. Subcommittee Chairs

1. Coordinate the efforts of the Subcommittee
 - a. Establish meeting times and places
 - i. Meetings can be in person or by phone conference calls
 - ii. The FLC will provide meeting space in Orlando if desired
 - iii. The FLC will arrange conference calls if requested
 - b. Conduct Subcommittee meetings
 - c. Assist and coordinate with Committee Chair and other Subcommittee Chairs
 - d. Motivate and involve all Subcommittee Members
2. Report Subcommittee activities
 - a. Keep Subcommittee Members apprised of Subcommittee activity and progress
 - b. Keep Committee Chair apprised of Subcommittee activity and progress

- c. Participate in periodic meetings between Committee Chair and Subcommittee Chairs
 - d. Participate in periodic meetings of the Conference Program Committee
3. Attend Annual Conference and assist in the smooth flow of sessions

C. Members

1. Develop sessions for the Annual Conference
- a. Select topics for each session
 - i. Accounting, Auditing, and Financial Reporting: 10 – 100 minute sessions, 1 – 50 minute session
 - ii. Budget and Management: 10 – 100 minute sessions, 1 – 50 minute session
 - iii. Economics, Pensions, Personnel, & Risk Management: 10 – 100 minute sessions, 1 – 50 minute session
 - iv. Treasury Management: 10 – 100 minute sessions, 1 – 50 minute session
 - v. Small Government: 3 – 100 minute sessions, 1 – 50 minute session
 - vi. Pre-conference: 8 cpe CPE (400 minutes of sessions)
 - b. Create titles and short descriptions for inclusion in conference brochure
 - c. Suggest speakers
 - d. Obtain speaker consent to present
 - e. Obtain speaker contact information
2. Attend meetings
- a. The first meeting is organizational and is held at the annual conference
 - b. Subsequent Committee meetings are called by the Committee Chairperson

- c. Subcommittee meetings are called by the Subcommittee Chair
- 3. Attend Annual Conference and assist in the smooth flow of sessions
- 4. Generally serve at least three years

IIIIV. Budget

- A. An allocation is included in the annual budget for expenses associated with committee meetings, such as meals and conference calls.
- B. An allocation is also included in the annual budget for expenses associated with national speakers for the conference from GASB and GFOA.
- C. Any further expenses must be approved by the FGFOA Board of Directors in advance.

IVV. General Considerations when determining session topics and speakers

- A. Any exceptions to these considerations must be approved by the FGFOA Board of Directors
- B. Only Active Members may serve as Committee and Subcommittee Chairs
- C. Vendors may only be represented at one session of the conference program
- D. Presenters are volunteers and do not receive compensation or expenses for their services
- E. The FLC administrative contact solicits volunteers to serve as Moderators starting with the FGFOA Board of Directors and followed by the Conference Program Committee Members
- F. While Committee Members are encouraged to serve as Moderators at the conference, only Active Members are eligible
- G. Develop sessions utilizing multiple speakers and panel discussions when appropriate
- H. Do not schedule Board Directors for speaking engagements or moderating assignments for the session right after the Tuesday Business Luncheon

VVI. Timeline

- A. Hold organizational meeting at Annual Conference
- B. Convene second committee meeting by end of August
- C. Complete developing Program Schedule Session by title, day and **time for Board approval suggested topics and descriptions by end of October**
- D. Complete session descriptions and provide to FLC by prescribed due date (approximately mid-December). Include speakers in this task to ensure accuracy of topic descriptions with speaker's planned presentation. assembling roster of recommended speakers by end of January
- E. Assemble roster of recommended speakers and Provide provide all speaker contact information to FLC by end of February prescribed due date (approximately mid-February)
- F. Implement programs at Annual Conference

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